Shipping Policy Helibras

Production & MRO Materials - Spare Parts

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1- Revision Control

Revision	Date	Section	Page	Subject of Revision
01	11-may-2012	10	15	Freight Forwarder Contact
02	22-sept-2014		13,14,15	Contact Accounts Payable, phone numbers Helibras, Freight Forwarder Contact
03	27-oct-2014	10	15	Helibras Atibaia CNPJ
04	01-feb-2016	10	14, 15	Freight Forwarder contacts
05	20-may-2020	3; 4; 10	4 / 7, 8/ 14,15	Commercial Invoice Instructions/ Packing List Instructions / Freight Forwarder contacts
06	09-oct-2020			General review
07	30-jun-2021			General review
08	01-feb-2022			General review
09	25-sep-2022			General review
10	05-dec-2023			General review
11	05-jun-2024			General review
12	11-mar-2025			General review

2- Object / Purpose

Helibras' Shipping Policy for Production & MRO Material and Spare parts defines the requirements that suppliers must follow in order to ship materials to Helibras. Supplier's non-compliance with this policy may result in materials and shipments blocked by Brazilian customs, loss of import privileges and fines or penalties to Helibras that will be charged to the supplier. Besides that, Helibras On Time Delivery (OTD) targets will be affected.

For purposes of this policy, Material(s) shall mean any and all products, goods, item, piece parts, components, technical publications and spare parts to be delivered to Helibras.

For special customs arrangements such as temporary admission and return of temporary export, follow specific shipping instruction.

3- Commercial Invoice Instructions

Prior to the export of any Material, send a copy of the Original Commercial Invoice signed **IN BLUE INK** to the purchasing agent, regardless of the incoterm (pre paid or collect), and wait for Helibras green light.

That electronic invoice copy will allow Helibras to expedite the import process.

- One invoice per file.
- File format: PDF

Once Supplier receives Helibras Green light, a set of the original invoice signed in blue ink and packing list must be attached **outside** of the parcel or volume. In case the shipment has more than one parcel or volume, every parcel must have a commercial invoice copy attached outside and one of them must have the Original.

Original commercial invoice used for customs clearance in Brazil is the same used in payment process.

3.1- Commercial Invoice – Essential Information.

Supplier's invoice must mention all information below in accordance with Brazilian legislation and Helibras Purchase Order data:

1. Commercial Invoice Number
2. Date of issuance

3. Helibras Purchase Order Number (One PO per invoice number)

4. Exporter's full name, address and TAX ID

5. Importer's full name and address (BILL TO and SHIP TO must be the same full name and address)

6. Manufacturer's full name and address for each material described on the invoice.

7. Country of Origin (the manufacturer's country). This information has to be provided per material.

8. Country of Source (where the shipping documents is issued)

9. Country of Acquisition (this means the country where the materials were purchased to be exported to Brazil, the exporter's country).

10. Incoterm 2010 or 2020 and Delivery Place (according to International Chamber of Commerce – Paris http://www.iccwbo.org/)

11. Payment Terms

12. Packing list number

13. Part Number of each material

14. Serial number of each material (if applicable)

15. Complete description of Materials, written in English or Portuguese only

- Helibras' code number for each material
- Purchase Order line number
- Schedule B per item
- License Determination per item (ECCN) Export License number, when applicable. For Materials controlled by customs at country of origin, which requires Export License (e.g. Department of State License, ITAR and others), it will be necessary to mention the type and the number of the Export License on the invoice. If it's not required invoice must mention: "EXPORT LICENSE NOT REQUIRED"

16. Quantity per Material and unit of measurements (the measures must be in accordance with the mentioned in the Helibras Purchase Order)

17. Negotiated currency in accordance with Helibras Purchase Order.

18. Unit Price and Total Price for each Material in accordance with the negotiated Helibras Purchase Order

18.1 - Discount: In case of any negotiated discount, you must specify the full or standard value and the discount awarded.

18.2 - Surcharge: add this value to the cost of the material.

19. Total amount of the Commercial Invoice

20. Box Quantity

21. Type of package

22. Package dimensions

23. Unit Net Weight per material

24. Total Gross Weight per material

25. Commercial Invoice page number under “1 of 3, 2 of 3, 3 of 3” format

Additional information:

- No hand written entries are acceptable, only the signature in blue ink.
- Freight carrier.
- CoC (Certificate of Conformance) must be a separate document.
- Manufacturing year and model might be mandatory for large equipment.
- If the material is used, it must be declared on the invoice.
- Helibras strongly recommends writing your complete banking references for wire transfer payment.

The Original Commercial Invoice must be issued, in English or Portuguese language, on the Supplier’s official letterhead or standard invoice form. It must be identified or stamped with the word ‘‘ORIGINAL’’ on it. Photocopy of the invoice is not acceptable for customs clearance in Brazil.

For **PO’S FREE OF CHARGE** the following statement must be printed in the invoice: **‘‘VALUE FOR CUSTOMS PURPOSES ONLY’’**. Even in this case, Supplier shall include in the invoice the **TRUE PRICE** of the Material as required by Brazilian legislation (unit and total price).

Important: For invoices “Free of Charge” the payment term field must mention NO CHARGE or NO PAYMENT IS REQUESTED.

3.2- Commercial Invoice – Distribution

The Original Commercial Invoice is MANDATORY for goods clearance at the Brazilian customs. It must be always securely attached to the OUTSIDE of the parcel or volume.

Materials received at Freight Forwarder without Original Commercial Invoices will not be shipped to Brazil until Supplier delivers these documents to Freight Forwarder.

In operations for full containers loaded (FCL) at Supplier’s facilities, the freight forwarder must receive along with the container the Original Invoice and Packing List. The information of Schedule B and License Determination, when applicable, must be informed per item on the commercial invoice. If supplier is not able to inform on the commercial invoice, Shippers Letter of Instruction form must be send completely fulfilled and signed referring to each commercial invoice.

3.3 - Commercial Invoice – Standard form

Original letterhead and trade mark	**Exporter/Supplier** Full name, address and TAX ID	Page 1 of 1 **INVOICE NUMBER:** **INVOICE DATE:**

BILL TO:	**SHIP TO:**	**FREIGHT FORWARDER:**
NAME: Helicópteros do Brasil S/A ADDRESS: STATE: ZIP CODE: COUNTRY: CNPJ Nº:	NAME: Helicópteros do Brasil S/A ADDRESS: STATE: ZIP CODE: COUNTRY: CNPJ Nº:	

PURCHASE ORDER:	**COUNTRY OF ACQUISITION:**	**INCOTERM:**	**PACKING LIST NUMBER:**
PAYMENT TERMS:			**CURRENCY:**

HB REFERENCE	DESCRIPTION OF GOODS AND REFERENCES	PO LINE	QUANTITY	UNIT PRICE	TOTAL
XXXX	P/N: DESCRIPTION S/N: PART NEW OR USED Manufacturer Name and address	010	1 PC	$ XXX,XX	$ XXX,XX
XXXX	P/N: DESCRIPTION S/N: PART NEW OR USED Manufacturer Name and address	020	4 PC	$ XXX,XX	$ XXX,XX
ORIGINAL INVOICE PREPAID TOTAL COST: $ XXX,XX (If prepaid shipments)			**ITEM TOTAL:** **TOTAL AMOUNT:**		5 $ XXX,XX

BOX QUANTITY	TYPE OF PACKAGING	BOX DIMENSIONS	TOTAL NET WEIGHT	TOTAL GROSS WEIGHT
X	CARDBOARD CARTON	48 X 48 X 37 CM	XX KG	XX KG
X	CARDBOARD CARTON	31 X 29 X 22 CM	XX KG	XX KG

NAME:
SIGNATURE:

4- Packing List Instructions

4.1- Packing List – Essential Information

As required by Brazilian Legislation, all Packing List must contain the following information and must be in accordance with the Helibras Purchase Order and Commercial Invoice details:

- Packing list number
- Exporter's full name
- Importer's full name
- Parcel number and type of package
- Dimensions (meter)
- Unit Net Weight per material
- Total Net Weight
- Total Gross Weight
- Number of items and unit of measurements
- Purchase Order number
- Part number
- Packing list page number under "1 of 3, 2 of 3, 3 of 3" format

Additional information:

- No hand written entries are acceptable
- CoC (Certificate of Conformance) must be a separate document.
- The original Packing List must be issued on the Supplier´s official letterhead or standard packing form in English or Portuguese language.

IT IS NOT NECESSARY TO SIGN THE PACKING LIST.

4.2 - Packing List Distribution

The Packing list is MANDATORY for goods clearance at the Brazilian customs. It must be always securely attached to the OUTSIDE of the parcel or volume.

Materials received at Freight Forwarder without Packing list will not be shipped to Brazil until Supplier delivers these documents to Freight Forwarder.

In operations for full containers loaded (FCL) at Supplier's facilities, the freight forwarder must receive along with the container the Original Invoice and Packing List.

4.3 - Packing List – Standard form

Original letterhead and trade mark	Exporter/Supplier Full name, address and TAX ID

PACKING LIST

Packing list Number:
Date:
Purchase order number:
Remarks:

Importer's full name and address

LINE No.	ITEM No.	HB Reference / PART NUMBER	DESCRIPTION	SERIAL NUMBER	QUANTITY	UNIT NET WEIGHT	REMARKS
1	1	XXXX / XXXX	Description	xxx	1 PC	XX kg	Box 1
2	2	XXXX / XXXX	Description	xxx	4 PC	XX kg	Box 2

BOX QUANTITY	TYPE OF PACKAGING	BOX DIMENSIONS	TOTAL NET WEIGHT	TOTAL GROSS WEIGHT
1	CARDBOARD CARTON	48 X 48 X 37 CM	XX KG	XX KG
2	CARDBOARD CARTON	31 X 29 X 22 CM	XX KG	XX KG

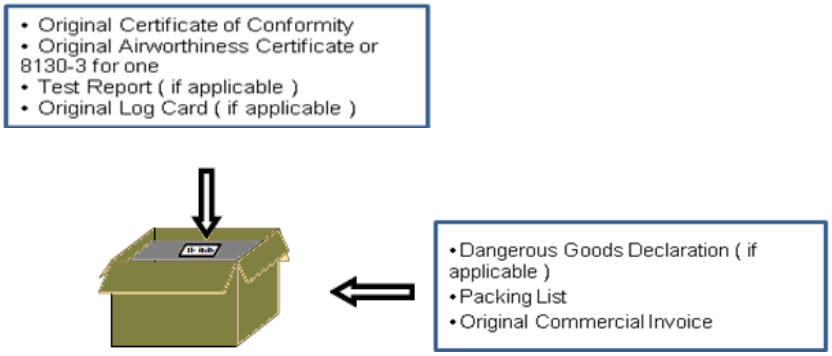
5- Quality Documents

5.1- Original Certificate of Conformity (CoC), Original Airworthiness Certification or 8130-3 form one and Logcard (if applicable)

The original Quality Documents requested in the Helibras Purchase Order must be sent inside the box, along with the material. Supplier must include the serial number in the Certificate of Conformance and must have those documents signed and identified by its qualified personnel.

Copy of the CoC and Original Airworthiness Certification must be sent to purchasing agent in the same email as the corresponding invoice.

Quality documents are MANDATORY documents for Helibras goods reception area.



5.2 - Dangerous Goods Declaration

According to the modal of transport will be required the following documents for transportation of Dangerous Goods:

ROAD: two **(2) ORIGINAL** ADR declaring the transport from Supplier to Freight Forwarder. For further details, please access the *International Carriage of Dangerous Goods by Road* at http://www.unece.org.

AIR: two **(2) ORIGINAL** documents for the international freight plus three **(3) ORIGINAL DOCUMENTS** for the transportation company declaring the transport from Supplier to Helibras. For more information, please access *International Air Transport Association* homepage at http://www.iata.org.

SEA: two **(2) ORIGINAL** documents declaring the transport from Supplier to Helibras. For more information, please consult *International Maritime Dangerous Goods* at http://www.imo.org.

Important: All Dangerous Goods Declaration must be typed. Declarations hand written will not be accepted.

6- Marks on Carton

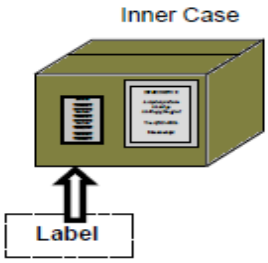
Packages must always be identified in accordance with the Material inside. Supplier must provide the following information in printed label (use bar codes – Linear Code128 alphanumeric):

Important Information: In case of not having inner boxes the inner label shall be considered as the only label to be used and must be placed outside the box replacing the outer label.

6.1- Inner Label

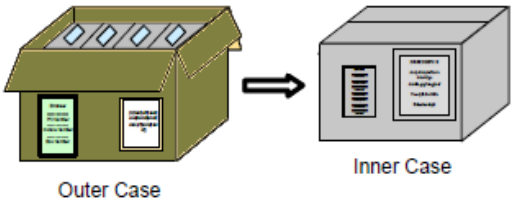
- HELIBRAS FULL ADDRESS (final destination informed at the PO)
- EXPORTER FULL ADDRESS
- HELIBRAS PURCHASE ORDER NUMBER (PO#)
- INVOICE NUMBER
- PART NUMBER (PN)
- SERIAL NUMBER (PN) IF APPLICABLE
- PN QUANTITY

- LOT NUMBER IF APPLICABLE
- CASE NUMBER (e.g. 1 of 3, 2 of 3, 3 of 3)



6.2- Outer Label

- HELIBRAS FULL ADDRESS (final destination informed at the PO)
- EXPORTER FULL ADDRESS
- HELIBRAS PURCHASE ORDER NUMBER (PO#)
- INVOICE NUMBER
- BOX NUMBER (e.g. 1 of 3, 2 of 3, 3 of 3)



7- Packing

Supplier will be fully responsible for the design and manufacture of the packaging for the Materials bought by Helibras.

All Materials must be prepared and packed to prevent damage and deterioration during the full logistics cycle.

Supplier shall comply with specific packaging conditions that Helibras may require in its Purchase Orders, when necessary due to the condition or nature of the Materials.

In case of Materials to be shipped in an AOG condition (Aircraft on Ground) they will be packaged and shipped separately, and ought to be identified as an AOG package.

Packaging design has to be suitable and consistent with the requirements and limitations of the transportation mode specified by Helibras and should follow the specifications of International Air Transport Association (“IATA”) regarding transport by air and of International Maritime Organization (“IMO”) regarding transport by sea.

In case of any package (or unitized group of packages) weighs more than forty-five (45) kilograms or it is not suited to manual handling, supplier agrees to provide non-wood skids for the utilization of mechanical handling equipment.

Supplier shall NOT use raw wooden crates of pallets nor raw wood. Alternatives such as plastic, plywood or metal pallets - which does not need special treatment - should be considered first.

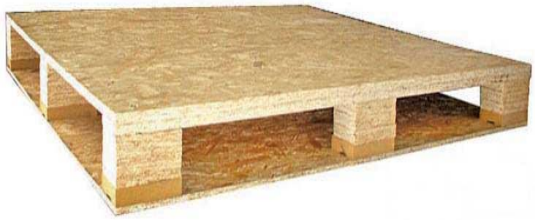
Exceptionally in cases where the chosen pallets do not support the cargo weight, Supplier may use pallets made of treated wood in compliance with ISPM 15, the full of requirements could be checked at https://www.ippc.int.

Brazilian Customs requires "enhanced" ISPM15 compliance requiring to have "all pieces of wood" to be individually stamped to ISPM15 requirements. If the Brazilian Ministry of Agriculture (MAPA) does not approve the wooden packaging, the cost of repackaging or retreatment will be charged to Supplier. If the packaging is not accepted, it will return to Supplier and the Supplier shall pay the logistic costs of such return with no reimbursement by Helibras.

7.1 – Rules for solid wood packings

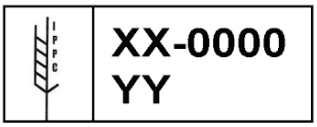
If the box/pallet have **any part** in solid wood this part must have the fumigation stamp as per the International Legislation plus the certificate. It is required to have a Identification number linking both stamp and certificate. All sides of the box must be stamped, as well as its feet.

7.1.1 – Allowed: plywood, veneer, MDF.



7.1.2 –Not allowed: solid wood not properly fumigated

7.1.3 – Example of solid wood fumigated: readable stamp



7.2 – Export controlled products

For Export Controlled Products supplier must identify all boxes with the phrase: EXPORT CONTROLLED MATERIAL. If the cargo is consolidated, export controlled products shall not be unitized with non-controlled materials.

8- Shipment Instructions

Shipments or deliveries shall be made in accordance with the specified quantities on the Purchase Order without shortage or excess.

HELIBRAS cannot in any circumstances accept shipment of Materials by courier.

The cargo consolidation **must not** unitize Materials from different Purchase Orders. Materials from different plants also **must not** be unitized (e.g. Helibras Minas Gerais and Helibras Sao Paulo).

Partial shipment may only be made with previous agreement between Helibras (directly through its Purchase Department) and Supplier.

Once approved by Helibras, Supplier will provide the invoice reflecting the partial shipment. The freight forwarder is not authorized to ship Materials with discrepancies on the document.

The INCOTERMS specified in the Purchase Order must be followed by Supplier. If Helibras places a Purchase Order pursuant to an agreement with Supplier, unless different conditions are specified and in writing accepted by Helibras and Supplier, Supplier must follow the INCOTERM provided for in such agreement.

The list of INCOTERMS may be found at the International Chamber of Commerce website (http:www.iccwbo.org).

Shipments cannot be sent to Brazil WITHOUT Helibras' previous authorization (GREEN LIGHT). Any extra cost for shipping without Helibras' green light will be charged to the supplier.

8.1- Pre Paid Shipments (International Freight)

All purchase orders with international freight as prepaid have the international logistics process under Supplier's responsibility.

- Invoiced material not delivered at acknowledged freight forwarder within 10 (ten) days from the invoice issuance date will be considered canceled by Helibras.
- Shipments cannot be sent to Brazil without Helibras' knowledge and green light.
- The freight charges must be declared on the invoice and must match the values on the HAWB/BL.
- HAWB copies must be sent to Helibras
- Sea shipments must have the material Traffic code or NCM (04 – four first digits) mentioned at Bill of Landing

8.2- Export documents at origin (if applicable)

Supplier is timely responsible to obtain, monitor, control and/or provide all information necessary for the export clearance of goods in Supplier's country, including, but not limited to:

- Export license: License must have the same address as identified in Helibras' Purchase Order. Supplier is responsible for the balance, validation and lodge process of the export license.
- Schedule B and ECCN/UMSL (for U.S origin item): Supplier is responsible to provide correct classification in all applicable documents. Note that such information is mandatory for U.S clearance process.
- Origin certificate and Dangerous Goods Declaration: Suppliers is responsible of issuance and shipping original to freight forwarder when necessary.

9- Fines and Extra fees

The non-compliance of the above-mentioned requirements will result in the Brazilian customs authorities applying administrative sanctions to Helibras.

Helibras will charge these fines to Supplier.

9.1- Missing Material

Example: stated 100 Materials on the invoice but Helibras received only 80 Materials = missing 20 Materials

- Payment of all import taxes of 20 missing items;
- Fine of 0,33% per day from the import declaration date at Brazilian Customs, with maximum limit of 20% over the value of import taxes as well as Brazilian Selic Tax over the value of import taxes;

9.2- Excess Material

Example: stated 100 Materials in the invoice but arrival 120 Materials = excess of 20 Materials

- Payment of all import taxes of 20 exceeding items;
- Fine of 0,33% per day from the import declaration date at Brazilian Customs, with maximum limit of 20% over the value of import taxes as well as Brazilian Selic Tax over the value of import taxes;
- Fine of 30% over the customs value in case of missing Import License;

9.3- Missing Original Commercial Invoice

- Fine of 5% of the import value (CIF value) in case of non delivery of the Original Invoice.
- In accordance with Brazilian regulation, Article 710 of the Customs Regulation, Decree 6.759/10 (06/09/2009).

9.4- Missing Packing List

- Fine R$ 500,00 per shipment if the packing list does not accompany the shipment.
- In accordance with article 710, paragraph VIII of the Customs Regulation, Decree 6.759/10 (06/02/2009) following Brazilian regulations.

10- Additional Information

10.1- Payment Information

Supplier's bank name, address and account number must be kept update by the supplier and the correct information must be sent to:

HELICOPTEROS do BRASIL S/A
Accounts Payable
Address:
Rua Santos Dumont 200
Zip Code 37504-900
Itajuba – MG / BRAZIL

10.2- Helibras purchasing department

HELICOPTEROS do BRASIL S/A
Purchasing
Address:
Rua Santos Dumont 200
Zip Code 37504-900
Itajuba – MG / BRAZIL

10.3- Import, Export & Traffic Department

HELICOPTEROS do BRASIL S/A
Foreign Trade
Address:
Rua Santos Dumont 200
Zip Code 37504-900
Itajubá – MG / BRAZIL

10.4- Helibras' freight forwarder

SHIPMENTS FROM AIRBUS FRANCE:
CEVA BRAZIL
Contact:

Juliana TONHON
Import & Export Analyst
Tel : +55 (11) 3556-2559
Mobile (+55) 11 963 363 124
Juliana.Tonhon@cevalogistics.com

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M. +33 (0)6 80 90 23 13

SHIPMENTS FROM OTHER SUPPLIERS AND AIRBUS OTHER COUNTRIES
DUX LOGISTICS

Contacts:

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Import and Export Analyst
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e-mail: emelyn.caruzzo@go-dux.com

- Freight forwarder is responsible for scheduling the pick up at your site.
- **Never ship goods DIRECTLY** to Helibras by courier of any kind without our green light.
- Our Logistics Team will contact our freight forwarder to start the shipping process and arrange the pick-up of the goods (when applicable).

10.5- Helibras Brazilian Import Facilities

HELICOPTEROS do BRASIL S/A - Helibras
CNPJ: 20.367.629/0001-81
Address: Santos Dumont Street 200
Zip Code 37504-900
Itajubá – MG / BRAZIL

HELICOPTEROS do BRASIL S/A - Helibras
CNPJ: 20.367.629/0009-39
Address: Santos Dumont Avenue 1979 – Setor C – Lote 3
Aeroporto Campo de Marte – Santana
Zip Code: 02012-010
São Paulo – SP / BRAZIL